



Microsoft Office 2016

4-Week Hands-on Workshop



Toronto
700 Caledonia Road
Toronto, M6B 3X7
(Caledonia & Castlefield)
www.costi.org



Basic WORD & EXCEL

New Session Begins
May 1, 2017

Monday and Wednesday
6:00 pm to 8:30 pm

4-Week Workshop Registration Fee
\$150.00

A certificate of Completion Awarded
to all Graduates

CALL NOW TO REGISTER!

416.244.9980

Topics Include:

- Overview of keyboard, desktop and folders
- Internet, email and searching for information
- Saving and managing files in **Word** for Windows
- Formatting Text and Page Layout
- Working with Lists, Columns and Tables
- Headers and Footers
- Using and formatting worksheets in **Excel**
- Formulas and functions
- Windows and printing
- Formatting cells



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